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Planning

Film Office in the Solent region

Portsmouth City Council

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-019501

Procurement identifier (OCID): ocds-h6vhtk-050e31

Published 7 May 2025, 4:35pm

Scope

Description

Portsmouth City Council (the Council) is requesting information from qualified and experienced consultants to develop a regional film office covering The Solent and South Hampshire area.

The proposal to establish a Film Agency is supported and has received funding from the partner local authorities via The Solent Growth Partnership and The Partnership for South Hampshire (PfSH).

The contract to run the agency, is being let by Portsmouth City Council for an initial 3-year period extendable up to a maximum of 5 years, on behalf of the funding partners. The successful agency will be expected to enter into an MOU with partner authorities setting out common fees and charges, operating procedures and filming codes of conduct.

The agency will report to a steering group made up of the project partners, who will manage the initiative in collaboration with Portsmouth City Council. The successful consultant will collaborate with Creative England, the national screen agency for the English regions, to align with the national offer and maximise access to support and resources available to film

offices.

The value of this opportunity is provisionally set at £60,000 and will be put out as a below-threshold open tender.

The purpose of this engagement to is to obtain a better understanding of the level of interest from potential suppliers in delivering this service, gain feedback in relation to the Council's requirements and proposed commercial/contractual model, receive the markets views on the procurement approach, timescales and milestones.

We are also using the opportunity to share with you a top-level service specification and ask you to comment on our requirements. Any information a supplier shares could be used to assist drafting our final specification in support of any tender activity.

The specification and further request for information documents can be found at the tenders e-tendering portal, InTend. <https://in-tendhost.co.uk/portsmouthcc.aspx/home>

Consultants should note that there is no obligation to take part in this exercise and that if they do not take part, it will not preclude them from any subsequent related procurement process.

Engaging consultants will not receive preferential treatment in any subsequent quotation or tender process, and this is in no way an indication of the selection of any organisation or a guarantee of future work.

The provisional procurement timetable is set out below.

RFI issued 7th May 2025

RFI return deadline - 27th May 2025 @12:00

Procurement documents issued on In-tend - 16th June 2025

Deadline for requests for clarification - 4th July 2025 @23:59

Tender return deadline - 14th July 2025 12:00

Award decision notification - 29th July 2025

Mobilisation & commencement w/c 4th August 2025

Total value (estimated)

- £60,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 4 August 2025 to 3 May 2027
- Possible extension to 3 May 2029
- 3 years, 9 months

Main procurement category

Services

CPV classifications

- 79411100 - Business development consultancy services

Contract locations

- UKJ3 - Hampshire and Isle of Wight

Engagement

Engagement deadline

27 May 2025

Engagement process description

Request for information documents including for draft terms and a summary specification can be found on the Council's e-tendering site, Intend - <https://intendhost.co.uk/portsmouthcc.aspx/home>

Participation

Particular suitability

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Contracting authority

Portsmouth City Council

- Public Procurement Organisation Number: PCNL-5714-PRZV

Civic Offices, Guildhall Square

Portsmouth

PO12AL

United Kingdom

Email: procurement@portsmouthcc.gov.uk

Region: UKJ31 - Portsmouth

Organisation type: Public authority - sub-central government